

# Center on Innovation and Improvement

[www.centerii.org](http://www.centerii.org)

## Support for School Improvement School-Level Instruction Handbook

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## Welcome to the Support for School Improvement web-entry system!

A school improvement, district improvement, or restructuring plan's success depends upon district and school collaboration and focus, engagement of parents and the broader community, and disciplined, competent implementation. This web-entry system provides an easy and organized method to work through the set of indicators by which district and school teams can assess their progress and plan and monitor their improvement. While every item may not be appropriate to a particular district or school's situation, each will provide food for thought in discussing an improvement plan. The checklists will also guide district and school teams through the implementation of their plans and into continuous improvement. The sets of items you will see in this system are arranged sequentially to carry teams through an examination from general (district context) to specific (classroom teaching). The process of "assessing" each indicator based upon the current practices of the district and school is an attempt to draw attention to areas of obvious strength and areas in apparent need for improvement.

### Helpful Information:

1. Using this web-entry system requires Internet Explorer 6.0 or higher.
2. This web-system times-out after 45 minutes of inactivity. At that time, you will see a message indicating that you need to login again. Saving your data often will ensure that you don't lose any you have entered.
3. Use the links at the top right of most pages to move among the web pages.
4. Click the WiseWays™ link when assessing and creating tasks for each indicator/objective to review research-based evidence and examples.
5. If you have any technical questions about this web-entry system, please email us at [SSI@adi.org](mailto:SSI@adi.org).

With that said, you're ready to begin...

## Getting Started

1. To get to the Support for School Improvement web pages, you will need to open the website for Center on Innovation and Improvement – [www.Centerii.org](http://www.Centerii.org). On this web page click on the “Login or Enroll” button at the bottom right of the page (you may need to scroll down) in the Support for School Improvement box.

The screenshot shows the homepage of the Center on Innovation & Improvement. The header features the center's logo and tagline "Twin paths to better schools" on the left, and the text "Information. Tools. Training." on the right. Below the header is a navigation bar with six red buttons: HOME, SUPPLEMENTAL EDUCATIONAL SERVICES, SCHOOL AND DISTRICT IMPROVEMENT, RESTRUCTURING & TURNAROUNDS, CHARTER SCHOOLS, and STATE SYSTEMS OF SUPPORT. The main content area is divided into several sections. On the left, there is a section titled "The Center on Innovation & Improvement" with a description and a list of links: National Content Centers, Regional Comprehensive Centers, and State Departments of Education. Below this is "The Center's Technical Assistance" section, which describes the center's role and lists links for Restructuring, State Evaluation of SES Providers, SES Outreach to Parents, Statewide Systems of Support, Solution Finding, and Institute for School Improvement and Education Options. On the right, there is a "How to Search this Website" section with four numbered steps: 1. Research, Reports, Tools; 2. State Database; 3. Spotlights; and 4. Support for School Improvement. Below this is a "Quick Links" section with links to Parent Involvement Resources, State Education Agencies, What Works Clearinghouse, and Office of Non-Public Education. At the bottom, there are two main sections: "Download CII Publications" and "CII Events and Announcements". The "Download CII Publications" section lists six publications available for download and includes a "Publication Survey" button. The "CII Events and Announcements" section features information about the Third Annual Institute for School Improvement and Education Options, held from Sept. 22-23, 2008, in Rosemont, Illinois, with links for Institute Announcement, Register for this Event Online, and Registrant List. On the far right, there is a "Support for School Improvement" section with a text input field for login or enrollment and a yellow "Login or Enroll" button with a starburst graphic.

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Information. Tools. Training.

HOME SUPPLEMENTAL EDUCATIONAL SERVICES SCHOOL AND DISTRICT IMPROVEMENT RESTRUCTURING & TURNAROUNDS CHARTER SCHOOLS STATE SYSTEMS OF SUPPORT

**The Center on Innovation & Improvement**  
is a national content center that helps regional centers in their work with states to provide districts, schools, and families, with the opportunity, information, and skills to make wise decisions on behalf of students.

- [National Content Centers](#)
- [Regional Comprehensive Centers](#)
- [State Departments of Education](#)

**The Center's Technical Assistance**  
The Center provides technical assistance for regional comprehensive centers in conjunction with their work with state departments of education and related agencies. Current technical assistance projects include:

- [Restructuring](#)
- [State Evaluation of SES Providers](#)
- [SES Outreach to Parents](#)
- [Statewide Systems of Support](#)
- [Solution Finding](#)
- [Institute for School Improvement and Education Options](#)

**How to Search this Website**

1. [Research, Reports, Tools](#) to find resources and URLs by key word or topic.
2. [State Database](#) to create reports for one or more States with a wealth of information, tracking data, contact names, and links to SEA websites.
3. [Spotlights](#) to search the archives of spotlighted resources by category.
4. [Support for School Improvement](#) to search the archives of the Support for School Improvement e-newsletter that CII co-sponsors with the [Council of Chief State School Officers](#) (CCSSO).

**Quick Links**

- [Parent Involvement Resources](#)
- [State Education Agencies](#) (State Dept. of Education)
- [What Works Clearinghouse](#) (Scientific evidence of what works in education)
- [Office of Non-Public Education](#) (ONPE)

**Download CII Publications**

The following are available for download by completing the publications survey:

1. Handbook on Restructuring and Substantial School Improvement
2. School Turnarounds
3. State SES Evaluation Guide
4. The Mega System: Handbook for Continuous School Improvement
5. Handbook on Statewide Systems of Support
6. Turnaround Actions and Results

[Publication Survey](#)

**CII Events and Announcements**

The Third Annual Institute for School Improvement and Education Options

Sept. 22-23, 2008 - Rosemont, Illinois

- [Institute Announcement](#)
- [Register for this Event Online](#)
- [Registrant List](#)

**Support for School Improvement**

Enter your State, District, or School login and password or choose to enroll your District in the program.

[Login or Enroll](#)

- a. When your district registers your school, the school login and password information will be sent to the school principal and process manager. With this information in hand, you may return to the SSI login page to enter the web system. **Remember, this web-entry system requires you to use Internet Explorer 6.0 or higher.** (Use the link on the Center for Innovation and Improvement homepage at [www.centerii.org](http://www.centerii.org) to return to the login page.)

CENTER ON  
INNOVATION & IMPROVEMENT

Twin paths to better schools

Support for  
School Improvement (SSI)

Enter your State, District, or School login and password or  
choose to enroll your District in the program.  
*Requires Internet Explorer 6.0 or higher*

State, District, or School Login:

Password:

Login to SSI


Cancel

Download the Handbook and other publications.  
[Handbook on Restructuring and Substantial School Improvement](#)

[Helpful links and resources](#)

## School-Level SSI Process

1. Welcome screen – Click the “Continue to SSI” button to move into the SSI web entry system.



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### Welcome to Support for School Improvement (SSI)

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1. SSI includes two planning processes—one for the district and one for each school.
2. A district team directs the district planning process.
3. A school team, typically the school improvement team, directs the school planning process.
4. A "process manager" is appointed by each team, and that person prints out work sheets for team meetings and enters the team's work into this web-based system.
5. First the district plan is developed, then each school begins its planning.

---

SSI is premised on specific, research-based indicators of district and school success. It can be used to provide the foundation for an improvement planning process or to supplement a process already in use. Typically, it provides strong, evidence-based and focused support for the plan.

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*Please note, this application will time out after 45 minutes of inactivity. Save your work often.*

---

Continue to SSI

---

For technical questions concerning the SSI website contact us.  
[SSI@adi.org](mailto:SSI@adi.org)

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2. Step Descriptions – The SSI process includes the 6 steps listed here. As you work through each step, the date you’ve completed or started your work will show in the table. Below the table you will find the “Print SSI process reports” link for printing the data you’ve entered in each step. In the top right of the screen there is a link to take you back to the [www.centerii.org](http://www.centerii.org) home page. You will also find a link to “Helpful links and resources” for your use as you move through this process. The “Coaching Comments” screen is used for conversation between the district and school pertaining to specific steps or indicators. When you have received a “coaching comment” from the district, you will see the following notation in red on this page – “A new coaching comment was added [date].” Click the “Coaching Comment” button to respond.

[Back to Center on I & I](#)  
[Helpful links and resources](#)



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**School SSI**  
[Coaching Comments](#)  
[Agenda / Minutes](#)  
[Worksheets](#)

**Jefferson Elementary School**  
**North West School District, IL**

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### School SSI Process

Step	SSI Process		Process Status
Step 1	Register School	02/21/2008	Completed
Step 2	Provide School Information	02/28/2008	Completed
Step 3	Form School Team	03/04/2008	Completed
Step 4	Assess School Indicators	04/29/2008	Started
Step 5	Create School Improvement Plan	04/29/2008	Started
Step 6	Monitor School Improvement Plan	04/29/2008	Started


[Print SSI process reports](#)



### 3. Entering/Editing School Data

- a. Step 1 – Register School – this data is entered by the district at the time the school is registered for the SSI process. This data may be edited, if necessary. Click “Save” to save your changes when editing. Use the link at the top right of the page to return to the School Process Menu.

[School Process Menu](#)

**School SSI**

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**School Registration**

---

**District Support for School Improvement (SSI)**  
Complete the following School Registration Information.

---

**School Information** Registered - 10/1/2007  
School Name:   
Address:   
City:  State:  Zip:   
Phone:  Fax:  Website:

---

**School Principal**  
☐ Dr. ☐ Mr. ☐ Ms. ☒ Mrs. First name:  Last name:   
Phone:  Fax:   
Email:

---

The Process Manager is responsible for overseeing the SSI process at the School Level.  
☒ **Process Manager** (if other than the School Principal)  
☐ Dr. ☐ Mr. ☒ Ms. ☐ Mrs. First name:  Last name:   
Position:   
Phone:  Fax:   
Email:

---


**What type of plan will you develop for this school?**  
☐ Substantial School Improvement Plan.  
☒ Restructuring Plan

---



- b. Step 2 – Provide School Information – In this a two-page form you will enter demographic and assessment data about your school. You may print a copy of this page to use when gathering the data, and then return to this page to enter your information. Be sure to click “Save” when you are finished. Use the link at the top right to return to the School Process Menu.

[School Process Menu](#)



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**School SSI**

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**Jefferson Elementary School**  
**School Information page 1 of 2**

*Suggestion: print this page, complete work, then enter information into web page.*

---

**Percentage of Students by Ethnicity**

*Please make sure the percentages equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)*

<input type="text" value="9"/> % American Indian/Alaskan native	<input type="text" value="8"/> % Hispanic
<input type="text" value="32"/> % Asian/Pacific Islander	<input type="text" value="6"/> % White, not Hispanic
<input type="text" value="45"/> % African-American, not Hispanic	<input type="text" value="0"/> % Other

**Other Student Demographics** *(numbers only)*

<input type="text" value="75"/> % Percent of Students Qualifying for Free or Reduced Lunch
<input type="text" value="6"/> % Percent of Students Receiving Special Education (IEP students)
<input type="text" value="96"/> % School Attendance Percentage
<input type="text" value="23"/> % School Mobility Percentage
<input type="text" value="0"/> % Percent of Students that are Limited English Proficient (LEP)
<input type="text" value="0"/> % Percent of Students Whose Parents Read Spanish but not English


**School Personnel** *(numbers only)*

*Indicate the number of staff at your school in each of the following categories:*  
*-Include only personnel who are at least half-time in building*  
*-Include each person only once*

<input type="text" value="15"/> Classroom Teachers	<input type="text" value="0"/> Family / Parent Liaison
<input type="text" value="2"/> Special Education Teachers	<input type="text" value="1"/> Reading Specialists
<input type="text" value="2"/> Specials (Art, Music, PE, etc.)	<input type="text" value="7"/> Teacher Aides

- c. Step 3 – Form School Team - Here you will enter the members of your School Team. This team should include your Principal, your process manager (if different than your principal), and any others you choose to include from the school and community. Use the “Add a Team Member” button (not shown here) to enter the information for each team member. Click “Save” to add them to the list. If you need to edit or delete a team member’s information, just click on his/her name to make your changes. Use the link at the top right of the page to return to the School Process Menu. Remember to save after any changes. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.)

[School Process Menu](#)

**School SSI**

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Jefferson Elementary School

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**School SSI Team**

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*Add a team member. Select a team member to update or delete.*

Name	Association	Phone	Email
Dennis Black	Community Leader	123-321-4465	dblack@verizon@com
Walter Brimfield	Parent	123-321-8843	wbrimfield@yahoo.com
Todd Carlson	Teacher	123-321-5546	tcarlson@nwsd.edu
Jennifer Demboski	Principal	123-321-5678	jdemboski@js.edu
Jason Miller	Teacher	123-321-4657	jmiller@nwsd.edu
Rhonda Slack	Assistant Principal	123-321-1125	rslack@nwsd.edu

First Name:

Last Name:

Association:

-- Other, please list -->

Phone:


Email:

Save

Cancel

- d. Step 4 – Assess School Indicators – On this page you will see the Indicators that are available to be assessed by the school. Click on each indicator to complete the assessment process. Indicators in need of improvement will be included in creating your plan. The indicators you have will then be listed in the bottom portion of this page. The indicators you have chosen to exclude from your plan are shown in red. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.)

[School Process Menu](#)



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**School SSI**

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**Jefferson Elementary School**  
**Assess School Indicators**

Select indicator and complete form to assess whether it is a strength or an area in need of improvement. Indicators in need of improvement will be included in creating your plan.

---

Display All Indicators

or

Select Group of Indicators to Display

**All Indicators**

---

**ID Indicators to Review (130)**  
*(Select indicator to assess.)*


ID01	A team structure is officially incorporated into the school improvement plan and school governance policy.	6
ID02	All teams have written statements of purpose and by-laws for their operation.	6
ID03	All teams operate with work plans for the year and specific work products to produce.	6
ID04	All teams prepare agendas for their meetings.	6
ID05	All teams maintain official minutes of their meetings.	6
ID06	The principal maintains a file of the agendas, work products, and minutes of all teams.	6

**ID Indicators Previously Reviewed (2)**  
*(Select indicator to change your level of development or implementation. Indicators excluded from plan are shown in red.)*

IE02	Develops the leadership capacity of others in the school.	6
IID09	Instructional Teams use student learning data to plan instruction.	9

If you choose to filter the indicators and just look at them a section at a time, just click the “Select Group of Indicators to Display.” Click on the section of the indicators that you would like to work to see only that portion of the indicators. Click “Display All Indicators” to view again.

[School Process Menu](#)



**CENTER ON  
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**School SSI**

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**Jefferson Elementary School**  
**Assess School Indicators**

Select indicator and complete form to assess whether it is a strength or an area in need of improvement. Indicators in need of improvement will be included in creating your plan.

Display All Indicators or Select Group of Indicators to Display

**Filter Indicators** Cancel

*Select indicator section to display. Completed sections are highlighted.*

ID	Section	Subsection I	Subsection II	Completed
I-D	Establishing a team structure with specific duties and time for instructional planning			0 of 16
I-E	Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction			1 of 13
I-F	Aligning classroom observations with evaluation criteria and professional development			0 of 10
I-G	Helping parents to help their children meet standards			0 of 13
II-A	Engaging teachers in aligning instruction with standards and benchmarks			0 of 3
II-B	Engaging teachers in assessing and monitoring student mastery			0 of 5
II-C	Engaging teachers in differentiating and aligning learning activities			0 of 3
II-D	Assessing student learning frequently with standards-based assessments			1 of 11



- i. If the level of development for an indicator is “No development or Implementation” you will determine if it is “Not a priority or interest” or “Will include in plan.” If the indicator isn’t a priority, you are finished entering information, and the indicator will not be included in your plan. If you choose to include the indicator in your plan, you will need to complete the “Priority Score – how important is it to include this indicator in our plan at this time” and “Opportunity Score – the level of ease with which this indicator can be implemented,” and describe the current level of development or implementation. Click “Save this Indicator” when finished. The “Wise Ways” link next the indicator number will take you to research-based evidence and examples that will be helpful in assessing this indicator.

Indicator number: ID01 [Wise Ways™](#)

Cancel

***A team structure is officially incorporated into the school improvement plan and school governance policy.***

1. Choose your level of Development or Implementation for this Indicator.

☒ No development or Implementation

☐ Limited Development or Implementation

☐ Full Implementation \* required field

☐ Not a Priority or Interest

☒ Will include in plan \* required field

2. Priority Score: \* required field

☒ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority

3. Opportunity Score: \* required field

☒ 3 - relatively easy to address

☐ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. \* required field

- ii. If you choose “Limited development or implementation,” the following information must be completed.

Indicator number: ID01 Wise Ways™ Cancel

---

***A team structure is officially incorporated into the school improvement plan and school governance policy.***

---

1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☒ Limited Development or Implementation ☐ Full Implementation \* required field

2. Priority Score: \* required field

☒ 3 - highest priority  
☐ 2 - medium priority  
☐ 1 - lowest priority

3. Opportunity Score: \* required field

☒ 3 - relatively easy to address  
☐ 2 - accomplished within current policy and budget conditions  
☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. \* required field

- iii. If you choose “Full Implementation,” you must complete the following information. Please give a detailed explanation of the evidence that you are fully implementing this indicator.

Indicator number: ID01 Wise Ways™ Cancel

---

***A team structure is officially incorporated into the school improvement plan and school governance policy.***

---

1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☐ Limited Development or Implementation ☒ Full Implementation \* required field

2. Please provide evidence that this indicator has been fully and effectively implemented. \* required field

- a. Step 5 – Create School Improvement Plan – Now that you have assessed your indicators, those that you have chosen to include in your plan are listed in Step 5 as objectives. (The same filtering options that you used in Step 4 for the indicators apply here to the objectives.) For each objective you see the date that you chose to include it in your plan and the Index (Priority Score x Opportunity Score). This information is helpful in deciding which objectives to start with. You are now ready to begin assigning objectives to the members of your team, and the work of improvement begins! Click an objective to assign it to a team member. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.)

[School Process Menu](#)



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## School SSI

---

### Jefferson Elementary School

### Create School Improvement Plan

*The indicators that you have chosen to include in your plan are stated below as objectives. They will be referred to as "objectives" through the remainder of the SSI process. Select objective to create and assign tasks for the District Improvement Plan.*

---

Display All Objectives

or

Select Group of Objectives to Display

**All Objectives**

**School Plan (2 objectives)** \*Note: Index = Priority Score x Opportunity Score

ID	Objectives	Added Date	*Index	Assigned to	Target Date	Tasks
IE02	Will develop the leadership capacity of others in the school.	05/28/2008	6	Dennis Black	06/18/2008	2
IID09	Instructional Teams will use student learning data to plan instruction.	05/28/2008	9			0



- i. Assign the objective – First, you will choose a member of your School Team to manage and monitor the work toward this objective. If the person you would like to assign to this objective is not already included in your School team, return to step 3 and add them before proceeding. To give some direction to those working on this objective, you must describe how the objective will look when it is fully met. The “Wise Ways” link next the objective number will take you to research-based evidence and examples that will be helpful in creating a plan for implementing the objective. Finally, you will choose a date by which the objective will become a reality. Click “Save” when you’re finished.

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[Objective List](#)  
[School Process Menu](#)

School SSI

Define Objective and Assign Tasks

Objective: IE05 [Wise Ways™](#)

***The principal will participate actively with the school's teams.***

1. Assign a team member to manage and monitor your work toward this objective.

- select -

\* add members in step 3 of Process Menu

2. Describe how it will look when this objective is being fully met in your School.

3. Establish a date by which your description above will be a reality.

4.

Save

School-Level Instruction Handbook  
Support for School Improvement

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- iii. Enter a description for each task that will be helpful in working toward meeting the objective. Assign this task either to a member of the School Team, by choosing their name from the drop-down list, **OR** move to the “Other” field to enter the name of a person who is not on the School Team who will be in charge of this task. You will also need to enter a date by which this task should be completed and any additional notes about the task that will be helpful for the person to which it is assigned. Click “Save” once you’ve finished. Repeat to enter all tasks for the objective.

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School SSI

Define Objective and Assign Tasks

Objective: **IE02**

*The principal will develop the leadership capacity of others in the school.*

1. Assign a team member to manage and monitor your work toward this objective.

Dennis Black

*\* add members in step 3 of Process Menu*

2. Describe how it will look when this objective is being fully met in your School.

We will include 2 leadership trainings during institute days each year for our department liaisons.

3. Establish a date by which your description above will be a reality.

06/18/2008

4. Edit steps 1 - 3.

Edit

5. Create a series of tasks for this objective.

5 a. Create one task in the series for this objective.

5 b. Assign a person to be responsible for this task.

- Other please list -->>

Other:

5 c. Establish a date this task will be completed.

5 d. Record notes from your discussion that will be helpful to the person responsible for this task.

Save

Cancel

# Task assigned to this objective (click to edit task)	Assigned to	Target Date
1 Jennifer Demboski will check into available leadership trainings for the next school year.	Jennifer Demboski	06/05/2008

- f. Step 6 – Monitor Implementation of School Plan – Now that your plan has been created you will work to complete the assigned tasks and put the indicators into place in your district. The list of objectives you see on this page shows the person on the school team it’s assigned to, the target date of completion, and the number of tasks for that objective. (The objectives in blue are still in process. Those shown in green have been met.) You will also see the percentage of tasks that have been completed as you move forward. The Status Reported column shows the date that all tasks for the objective were completed.



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[School Process Menu](#)

School SSI


Jefferson Elementary School

Monitor Implementation of School Plan

School Plan (1 objectives)

ID	Select Objective to update task progress.	Assigned to	Target Date	Tasks	% Tasks Completed	Status Reported
IE02	Will develop the leadership capacity of others in the school.	Dennis Black	06/18/2008	2	50 %	05/12/2008

- i. Monitoring the completion of tasks – When you click an objective that has not yet been completed, you will see this screen. Here you see listed the tasks created for the objective, the person it's assigned to, and the target date of completion. You will monitor the work being done and enter the date that each task is completed. Once all tasks have been completed for an objective and the completion dates have been entered into the system you will be asked for some information on your process in meeting the objective and any continuing work that will be necessary to continue to meet the objective. Use the links at the top right of the page to return to the list of objectives in the Monitor Plan List or to return to the School Process Menu.



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[Monitor Plan List](#)  
[School Process Menu](#)

SSI

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Monitor School Plan

---

Indicator: IE02 / Plan ID: 263

---

Objective: *Will develop the leadership capacity of others in the school.*

---

Assigned to: **Dennis Black**  
Objective Target Date: **06/18/2008**

---

#	Select Task to Update.	Assigned to	Target Date	Completed
1	Dennis Black will do some research on the leadership trainings that are available in our area. He will report back to school improvement team his findings at the next meeting.	Dennis Black	05/06/2008	05/08/2008
2	Dennis Black will check with the principal to see what funds are available for leadership trainings.	Dennis Black	05/06/2008	

1. Update tasks – Here you will see the task that was created. In the “Comments” field you may add information about the task to help the person who the task is assigned to. The “Comments” field may be added to as the work on the task progresses. If you want to exclude the task from the objective, you may do so by clicking the “Delete” button. **Do this only if you no longer want the task to be completed for the objective.**

### Update Tasks

Task: 1

Dennis Black will do some research on the leadership trainings that are available in our area. He will report back to school improvement team his findings at the next meeting.

Comments

Our first choice is to have on-site trainings, but if the budget allows we can sent our department liaisons to an off-sight training one time each year.

If completed, enter completion date . 05/08/2008

Save

Cancel


Delete this task from the plan.

Delete



- ii. Once you have completed all tasks for an objective and the completion dates have been entered, you will see this screen where you are asked to supply some additional information. First, describe the experience of pursuing the objective. Second, describe the work that will be necessary to sustain your efforts. Click “Save” when all data has been entered.

[Monitor Plan List](#)  
[School Process Menu](#)



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**SSI**

---

### Monitor School Plan

---

**Indicator: IE02 / Plan ID: 263**

---

**Objective: Will develop the leadership capacity of others in the school.**

---

Assigned to: **Dennis Black**  
 Objective Target Date: **06/18/2008**

---

#### Report Status of Objective

**The tasks assigned to this Objective have been completed.**

1. Please describe your experience in pursuing this Objective.

After much discussion we decided to spend the funds to send our Department Liaisons to an off-site training. Our 12 liaisons will attend a yearly training prior to the start of the school year. During this training they will do some leadership and team-building skill enhancement.

2. What continued work will be necessary to sustain your efforts and continue to meet the Objective.

Our plan is to have the liaisons attend this workshop every year. The leadership team will report back to the School Improvement Team the things they take away from the training. We will continue to provide money in the budget for this purpose. We will also work to stay informed of other leadership building training opportunities that come available.

---

# Select Task to Update.	Assigned to	Target Date	Completed
1 Dennis Black will do some research on the leadership trainings that are available in our area. He will report back to school improvement team his findings at the next meeting.	Dennis Black	05/06/2008	05/08/2008



4. School SSI Process Reports - the following reports are available to the school to report out their progress with the SSI system
  - a. Step 1 - School Registration –registration data entered into the SSI system
  - b. Step 2 - School Information – demographic and assessment data for the school
  - c. Step 3 - Team Members – lists members of School Team
  - d. Step 4
    - iii. List of Indicators Included in Plan – an abbreviated list of indicators that have been assessed and their P/O Index that will be included in the plan.
    - iv. Detailed Report of Assessed Indicators – a complete list of all indicators and their assessment data.
  - e. Step 5
    - iii. List of Objectives Included in Plan – an abbreviated list of objectives in the plan, the description of each when met, their P/O Index, the team member the objective is assigned to, and the target date.
    - iv. Detailed Report of Objectives and Tasks – a complete list of the objectives included in the plan, their P/O Index, the team member the objective is assigned to, the target date, all tasks created for the objective, the person the task is assigned to and its target completion date. This report can be filtered by team member and date range.
  - f. Step 6
    - iii. Progress Overview Report – an abbreviated list of objectives in the plan, their description, the team member the objective is assigned to, the target date, the number of tasks created for the objective, the percent of tasks completed, and the status reported.
    - iv. Detailed Progress Report – a complete list of all objectives included in the plan, P/O Index, the team member the objective was assigned to, and the target date the objective will be met, all tasks created for the objective, the person each task is assigned to, the target date the task will be completed, task comments, the date the task was completed, the date the objective was met, and the “experience” and “sustain” comments. This report may be filtered by team member.
  - g. Comprehensive Plan Report – this report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress a school has made in the SII program.
  - h. Coaching Comments – this report lists all comments exchanged between the district and the school. The comments are listed in date order, with the district comments in black and the school responses in green.
5. Other Helps – In the top right corner of the School main web page, you will notice a link and three green buttons. Each of these will take you to pages where you will receive additional help in using the SSI web entry system.

Jefferson Elementary School  
North West School District, IL

School SSI Process

Step	SSI Process	Process Status
Step 1	Register School	02/21/2008 Completed
Step 2	Provide School Information	02/28/2008 Completed
Step 3	Form School Team	03/04/2008 Completed
Step 4	Assess School Indicators	04/29/2008 Started
Step 5	Create School Improvement Plan	04/29/2008 Started
Step 6	Monitor School Improvement Plan	04/29/2008 Started

[Print SSI process reports](#)

a. SSI Resources

- i. SSI Indicators – The links in this section of the resources will open a pdf file of the indicators that are used by districts, rapid improvement leaders, continuous improvement schools, and rapid improvement schools.
- ii. SSI Instructions – The links in this section will open a pdf of the instruction manual for state, district, school, district liaison, rapid improvement leader, and rapid improvement leader mentor.
- iii. Additional Resources
  - 2. Helpful Links and Resources – this link opens the search engine for resources on the Center on Innovation & Improvement website. Resources may be search for by topic or keyword. The topics include Supplemental Educational Services, School and District Improvement, Restructuring, Charter Schools, State Systems of Support, Public School Choice, and Private Schools.
  - 3. Center on I & I – this link will take you back to the home CII webpage.



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Twin paths to better schools

Jefferson Elementary School

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### SSI Indicators

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[District Indicators \(pdf\)](#)  
[Rapid Improvement Leader Indicators \(pdf\)](#)  
[Continuous Improvement School Indicators \(pdf\)](#)  
[Rapid Improvement School Indicators \(pdf\)](#)

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### SSI Instructions

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[SSI School instructions \(pdf\)](#)


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### Additional Resources

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[Helpful links and resources](#)  
[Center on I & I](#)

- b. Coaching Comments –In Coaching Comments you will receive helpful tips and comments from the district or district liaison. You as the school may also respond. This help is meant to be used as a quick communicate tool, not to replace in-depth discussion via the phone or email.
  - i. You will receive notification, in red, on the School main page that you’ve received a coaching comment from the district or district liaison.



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[SSI Resources](#)  
[District Process Menu](#)

Jefferson Elementary School (EMHS/RI)  
 North West School District, IL

Coaching Comments

Meeting Agenda / Minutes

Worksheets


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School SSI Process *A new Coaching Comment was added 10/4/2008*

Step	SSI Process	Process Status	
Step 1	Register School	02/21/2008	Completed
Step 2	Provide School Information	02/28/2008	Completed
Step 3	Form School Team	03/04/2008	Completed
Step 4	Assess School Indicators	04/29/2008	Started
Step 5	Create School Improvement Plan	04/29/2008	Started
Step 6	Monitor School Improvement Plan	04/29/2008	Started

[Print SSI process reports](#)

- ii. Click on the “Coaching Comments” button to view the comments from the district or district liaison. Any previous comments and your subsequent responses will be listed here. The district or district liaison’s comments are listed in black with the Sender as “COACH.” The school’s comments are listed in green with the Sender as “School.” Click on the comment to which you would like to respond.



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**SSI**

**Jefferson Elementary School**  
**North West School District, IL**  
**Coaching Comments**

---


*Select a Coaching Comment to respond*

---

Sender	Added	Added By	Step	Indicator	Comments
<b>COACH</b>	10/04/2008	James Parker	Step 3		<i>It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you?</i>
<b>School</b>	10/04/2008	Jennifer Demboski	Step 3		<i>Dennis Black has recently agreed to join our school team. Thank you for the suggestion.</i>
<b>COACH</b>	10/04/2008	Bernice Jackson	Step 4		<i>Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!</i>

- iii. This opens the fields where you will enter your response. Click “Save Coaching Comments” when you’re finished. This will send a notification to the district or district liaison that you have responded to their comment.

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Jefferson Elementary School  
North West School District, IL

**Coaching Comments**

---

*Select a Coaching Comment to respond*

**Responding to:**

**COACH** - 10/04/2008 - Bernice Jackson Step 4

Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!

Name:

Step Reference:  ▼

Indicator (if applicable):

Comments:

Sender	Added	Added By	Step	Indicator	Comments
COACH	10/04/2008	James Parker	Step 3		It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you?
School	10/04/2008	Jennifer Demboski	Step 3		Dennis Black has recently agreed to join our school team. Thank you for the suggestion.
COACH	10/04/2008	Bernice Jackson	Step 4		Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!

- c. Agenda/Minutes – Use the Agenda/Meeting Minutes link to keep your meeting notes organized and easily accessible. Click the “Agenda/Meeting Minutes” button to open. Once you’ve held a meeting and have input your agenda and meeting minutes information, you will see a list of those meetings here.
- i. First, let’s create a new agenda. Click the “Set up a Meeting Agenda” link.



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Jefferson Elementary School

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## Meeting Agenda & Minutes

[Set up a Meeting Agenda](#)

*Step 4. Assess Indicators, Step 5. Create Improvement Plan , Step 6 Monitor improvement plan*

- \* Meeting: edit the contents of a meeting and add the Minutes.
- \* Minutes: print the Minutes of a meeting.
- \* Agenda: print the Agenda for a meeting.
- \* Minutes Form: print a form to be used to collect the Minutes of a meeting.

Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
09/22/2008	1:00 pm	3:45 pm	Room 222	4 5 6	<a href="#">edit</a>	<a href="#">print</a>		
09/15/2008	6:30 pm	8:25 pm	Conference Room	4 5	<a href="#">edit</a>	<a href="#">print</a>		



1. This will open the agenda entry form. First you will enter the agenda information about your meeting: date, start time, location.
2. Then you will indicate the topics that will be discussed at the meeting. If you're going to work on assessing indicators, check the "Step 4. Assess Indicators" box and click the "Select School Indicators" link.


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[Back to SSI Meetings](#)

Jefferson Elementary School

**Meeting Agenda**  
*\* Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:   Time:  Location:

**SSI Steps** *\* Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**  
*\* Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*  
a. [Select School Indicators](#)  
b.   
Indicator List:

☐ **Step 5. Create Improvement Plan**  
*\* Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*  
a. [Select School Objectives](#)  
b.   
Objective List:

☐ **Step 6. Monitor Improvement Plan**  
*\* Print uncompleted Tasks to review.*  
a. [Tasks \(not completed\)](#)

Other Business:

- a. This opens a tool to print a worksheet for assessing individual indicators. You will print one worksheet for each indicator you will be assessing at your meeting.
- b. Click the “Filter Indicators” button.

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Date: \_\_\_\_\_

Jefferson Elementary School

**Step 4. Assess School Indicators**

1. Select the Filter Indicators button.
2. Select your Indicator Section from the grid.
3. Select your Indicator from the displayed list and print.
4. Repeat steps 1-3 for each Indicator you will review.

Filter Indicators

Print

**1. Choose your level of development or implementation for this indicator.**

☐ No development or implementation **go to 1 - A**

☐ Limited development or implementation **go to 2**

☐ Full implementation **go to 2 - C**

**1 - A. IF No development or implementation is selected choose one**

☐ Not a priority or interest **Done**

☐ Will include in plan **go to 2**

**2. Priority Score:**

☐ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority **go to 3**

**3. Opportunity Score:**

☐ 3 - relatively easy to address

☐ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions **go to 4**

**2 - C. Please provide evidence that this indicator has been fully and effectively implemented. Done**

- c. This opens a list of the sections of school indicators. For each section is shown the Subsection I and Subsection II headers, as well as the number of indicators in each section and how many of those have already been assessed. Click on a section to open the list of indicators for that section to choose from.

Jefferson Elementary School

**Step 4. Assess School Indicators**

1. Select the Filter Indicators button.
2. Select your Indicator Section from the grid.
3. Select your Indicator from the displayed list and print.
4. Repeat steps 1-3 for each Indicator you will review.

Filter Indicators
Print

SSSI Indicators
Cancel

ID	Section	Subsection I	Subsection II	Completed
I-D	Establishing a team structure with specific duties and time for instructional planning			0 of 11
I-E	Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction			1 of 7
I-F	Aligning classroom observations with evaluation criteria and professional development			0 of 9
II-A	Engaging teachers in aligning instruction with standards and benchmarks			1 of 2
II-B	Engaging teachers in assessing and monitoring student mastery			0 of 5
II-C	Engaging teachers in differentiating and aligning learning activities			0 of 2
II-D	Assessing student learning frequently with standards-based assessments			1 of 8
III-A	Expecting and monitoring sound instruction in a variety of	Computer-Based Instruction		0 of 2

2 - C. Please provide evidence that this indicator has been fully and effectively implemented. Done

- d. Now you see the list of the indicators that are available to be assessed in the section you chose. Click on an indicator that you will be assessing at your meeting, and then click the “Print” button to print the worksheet. Repeat these actions for each indicator you will be discussing. These worksheets can be copied and distributed to the school team members, along with the agenda, prior to your meeting. Close this worksheet page to return to the agenda form.

CENTER ON  
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Date: \_\_\_\_\_

Jefferson Elementary School

**Step 4. Assess School Indicators**

1. Select the Filter Indicators button.
2. Select your Indicator Section from the grid.
3. Select your Indicator from the displayed list and print.
4. Repeat steps 1-3 for each Indicator you will review.

Filter Indicators

Print

Select an Indicator from the list.

ID01	A team structure is officially incorporated into the school improvement plan and school governance policy.
ID02	All teams have written statements of purpose and by-laws for their operation.
ID03	All teams operate with work plans for the year and specific work products to produce.
ID04	All teams prepare agendas for their meetings.
ID05	All teams maintain official minutes of their meetings.
ID06	The principal maintains a file of the agendas, work products, and minutes of all teams.
ID07	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).
ID08	The Leadership Team serves as a conduit of communication to the faculty and staff.
ID10	The school's Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.
ID11	Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams.
ID13	Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data.

3. Next, click the “Update Indicator List” button to insert the indicator ids that you’ll be assessing at your meeting into the Indicator List field on the agenda form.

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[Back to SSI Meetings](#)

Jefferson Elementary School

**Meeting Agenda**

*\* Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:   Time:  Location:

**SSI Steps**

*\* Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**

*\* Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*

a. [Select School Indicators](#)

b.

Indicator List:

☐ **Step 5. Create Improvement Plan**

*\* Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*

a. [Select School Objectives](#)

b.

Objective List:



- a. Now you can move on to Step 5. Create Improvement Plan. Click the “Select School Objectives” link to open the worksheet (shown below), choose the objective to include in your plan, and print the worksheet for distribution. Repeat for other objectives as necessary. This process is the same as for Step 4. Assess Indicators. (Notice that the indicator and objective numbers are now showing in the agenda form.) Close this screen to return to the agenda form.

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Date: \_\_\_\_\_

**Step 5. Create Improvement Plan**  
*1. Select Objective List to display your Objectives.  
2. Select an Objective from the displayed list and print.  
3. Repeat steps 1 & 2 for each Objective you will review.*

Objective List

Print

1. Assign a team member to manage and monitor your work toward this objective. \_\_\_\_\_

2. Describe how it will look when this objective is being fully met.

3. Establish a date by which your description above will be a reality. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Tasks**  
**T-1.** Create task(s) for this objective.  

T-1a. Assign a person to be responsible for this task. \_\_\_\_\_

T-1b. Establish a date this task will be completed. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

T-1c. Record notes from your discussion that will be helpful to the person responsible for this task.

4. Now you're ready for Step 6. Monitor Improvement Plan. Click the "Tasks (not completed)" link.


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Jefferson Elementary School


**Meeting Agenda**  
*\* Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:   Time:  Location:

**SSI Steps** *\* Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**  
*\* Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*  
a. [Select School Indicators](#)  
b.   
Indicator List:

☒ **Step 5. Create Improvement Plan**  
*\* Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*  
a. [Select School Objectives](#)  
b.   
Objective List:

☒ **Step 6. Monitor Improvement Plan**  
*\* Print uncompleted Tasks to review.*  
a. [Tasks \(not completed\)](#) 



- a. If you're going to monitor the progress of the work being accomplished on the assigned objectives' tasks, you'll want to print this report. This report lists all tasks that have not yet been completed, in order by the due date. You may use the "Assigned to" drop-down list to filter the report by the people to whom the tasks have been assigned. Print this report for distribution with the agenda prior to your meeting. Close this screen to return to the agenda form.


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Print

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**Step 6. Monitor Plan Tasks (not completed)**

Assigned to : - All Assigned -  \* Select a member from the dropdown list to filter Tasks.

---

Due Date	Task	Task Assigned	Objective
06/05/2008	Jennifer Demboski will check into available leadership trainings for the next school year.	Jennifer Demboski	IE02

5. The last step in completing your agenda form is to add any Other Business information that your will discuss at your meeting. Click “Save Agenda” when you are finished.


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[Back to SSI Meetings](#)

Jefferson Elementary School

**Meeting Agenda**  
*\* Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:   Time:  Location:

**SSI Steps** *\* Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**  
*\* Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*

a. [Select School Indicators](#)  
b.

Indicator List:

☒ **Step 5. Create Improvement Plan**  
*\* Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*

a. [Select School Objectives](#)  
b.

Objective List:

☒ **Step 6. Monitor Improvement Plan**  
*\* Print uncompleted Tasks to review.*

a. [Tasks \(not completed\)](#)


Other Business: 

Discuss other individuals that we would like to invite to be team members.

School-Level Instruction Handbook  
Support for School Improvement

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- ii. Use the “edit” buttons to update your agenda information. (This is also the same screen you’ll use to update any minutes information.)
- iii. Use the “print” button in the “Agenda” column to print the agenda for distribution. (Include any worksheets for Step 4 or Step 5, and the Task report for Step 6 with the agenda.)
- iv. Use the “print” button in the “Minutes Form” column to print the “minutes” worksheet. This worksheet can be used by the individual who is responsible for taking notes during the meeting. On the worksheet you will indicate the team members and guests who attended, take notes on the discussion held during the meeting, report the time of adjournment, and the time and place of the next meeting.



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Jefferson Elementary School

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### Meeting Agenda & Minutes

[Set up a Meeting Agenda](#)

*Step 4. Assess Indicators, Step 5. Create Improvement Plan, Step 6 Monitor improvement plan*

- \* Meeting: edit the contents of a meeting and add the Minutes.
- \* Minutes: print the Minutes of a meeting.
- \* Agenda: print the Agenda for a meeting.
- \* Minutes Form: print a form to be used to collect the Minutes of a meeting.

Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
09/29/2008	3:45 pm		Room 222	4 5 6	<span style="background-color: #90EE90; padding: 2px 5px;">edit</span>		<span style="background-color: #FFFFE0; padding: 2px 5px;">print</span>	<span style="background-color: #FFFFE0; padding: 2px 5px;">print</span>
09/22/2008	1:00 pm	3:45 pm	Room 222	4 5 6	<span style="background-color: #90EE90; padding: 2px 5px;">edit</span>	<span style="background-color: #FFFFE0; padding: 2px 5px;">print</span>		
09/15/2008	6:30 pm	8:25 pm	Conference Room	4 5	<span style="background-color: #90EE90; padding: 2px 5px;">edit</span>	<span style="background-color: #FFFFE0; padding: 2px 5px;">print</span>		

- v. Once the meeting has been held, come back to the Agenda/Meeting Minutes web-entry form and use the “edit” button in the “Meeting” column to open the agenda/ meeting minutes form. In the bottom portion of this screen you will enter the attendance, notes on discussion, time of adjournment, and the date and location of the next meeting. Click the “Save Minutes” button to save.

**Meeting Minutes** *\* Enter and Submit following the SSI meeting.*


Team Members in Attendance:

☐ Dennis Black ☐ Walter Brimfield ☐ Todd Carlson ☐ Jennifer Demboski ☐ Bob Goodrich ☐ Jason Miller ☐ Rhonda Slack

Guests:

Action Taken:

Adjourned Time:

Next Meeting Date:  

Meeting Time:

Meeting Location:

Save Minutes

- vi. You will see in the Agenda/Meeting Minutes list that once the minutes have been entered and saved, the time of adjournment is displayed and the options to print the Agenda and Minutes Form are no longer available. You now have a button to print the final minutes report. You may still edit the minutes by using the “edit” button.

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Jefferson Elementary School

## Meeting Agenda & Minutes

[Set up a Meeting Agenda](#)

Step 4. Assess Indicators, Step 5. Create Improvement Plan , Step 6 Monitor improvement plan

- \* Meeting: edit the contents of a meeting and add the Minutes.
- \* Minutes: print the Minutes of a meeting.
- \* Agenda: print the Agenda for a meeting.
- \* Minutes Form: print a form to be used to collect the Minutes of a meeting.

Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
09/29/2008	3:45 pm		Room 222	4 5 6	<a href="#">edit</a>		<a href="#">print</a>	<a href="#">print</a>
09/22/2008	1:00 pm	3:45 pm	Room 222	4 5 6	<a href="#">edit</a>	<a href="#">print</a>		
09/15/2008	6:30 pm	8:25 pm	Conference Room	4 5	<a href="#">edit</a>	<a href="#">print</a>		

- d. Worksheets – The third green button will open a screen where you can print worksheets to use for steps 2 – 6. The worksheet for steps 4-6 are the same ones that you use when completing your agenda.

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SSI Printable Worksheets

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**School SSI**  
  
[Step 2. Provide School Information](#)  
  
[Step 3. Create School Team](#)  
  
[Step 4. Assess School Indicators](#)  
  
[Step 5. Create School Improvement Plan](#)  
  
[Step 6. Uncompleted Plan Tasks](#)





**Center on Innovation & Improvement**

121 N. Kickapoo St.  
Lincoln, Illinois 62656  
217-732-6462  
[www.centerii.org](http://www.centerii.org)

For technical assistance with the Support for School Improvement web entry system please contact:

Janis Langdon  
217-732-6462 ext. 23  
[jlangdon@centerii.org](mailto:jlangdon@centerii.org)

Bob Goodrich  
217-732-6462 ext. 21  
[bgoodrich@centerii.org](mailto:bgoodrich@centerii.org)